

## ***Build Work Management Skills: Work-Life Balance via LOC Learn***

*Build Core Competencies via LOC Learn* is a series of development tools that map virtual learning resources to the Library's core competencies. This week's competency is "Work Management: Work-Life Balance." Please select a learning resource below:

<b>Online Learning Resource</b>	<b>Resource Type, Duration</b>	<b>Speaker</b>	<b>What you will learn:</b>
<a href="#">Work-Life Flexibility</a>	Video, 1:42 minutes	Jeanne Meister	"Work-life balance" is really about a flexible work schedule.
<a href="#">Want to be Happier at Work and in Life? Ditch the Balance Metaphor</a>	Video, 4 minutes	Andy Molinsky	Juggling, segmenting, blending, eclipsing, or balancing: Which kind of work-life relationship is best for you?
<a href="#">Switch Off After Work</a>	Video, 3:03 minutes	Tara Swart	To be the best version of yourself when you get home, take time to switch off before you get there.
<a href="#">Taking Stock of Your Work/Life Balance</a>	Course, 22 minutes	N/A	In this course, you'll learn about how to detect imbalance between home and work and how to achieve a healthy compromise between work balance and life balance. And you'll assess your current work/life balance so you can overcome internal and external obstacles to achieving harmony.
<a href="#">Switch Off After Work</a>	Video, 3:03 minutes	Tara Swart	To be the best version of yourself when you get home, take time to switch off before you get there.
<a href="#">Achieve Productivity in Your Personal Life</a>	Course, 19 minutes	N/A	In this course, you'll learn how to prepare for trips, plan personal and household tasks, and become more organized as a parent. You'll also explore tips for achieving an effective work/life balance and taking care of your personal health and well-being.
<a href="#">Staying Balanced in a Shifting World</a>	Course, 15 minutes	N/A	This course focuses on techniques for managing stress and recognizing the behaviors like passivity, aggressiveness, and assertiveness, and how these affect your ability to find balance in life.
<a href="#">Life is a Marathon Not a Sprint</a>	Book, 14 pages	Jeff Davidson	Combining outstanding content with humor, flair, and inspiration, Work Life Balance Expert Jeff Davidson offers 60 tips for achieving long term balance in your career and life.
<a href="#">Live Event: Total Leadership: Be a Better Leader, Have a Richer Life</a>	Recording of a Live Event, 60 minutes	Stewart D. Friedman	Explore what it means to be a leader in the different parts of your life, including ideas to create harmony among those parts of your life and improve your performance in all of those parts.